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Governor



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Commissioner

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**Thomas J. Sadowski**  
Director

### **MEMORANDUM**

**TO:** State Agencies  
**FROM:** OA/Division of Accounting  
**DATE:** May 1, 2007  
**RE:** Mileage Reimbursement Codes

In April 2006, the Office of Administration issued the State Vehicular Travel Policy (SP-12). This policy established a dual mileage reimbursement rate structure to include a standard rate and a reduced fleet rate to encourage utilization of lower cost travel options.

The State Fleet Management Program monitors and reports the number of business miles traveled in state, rental, and personally owned vehicles. In order to gather accurate information, the object codes for mileage reimbursement will require a sub-object code beginning July 1, 2007. The following codes should be used:

2100 – In State Mileage  
    06 – Standard Mileage Rate  
    07 – Reduced Mileage Rate  
  
2115 – Out State Mileage  
    06 – Standard Mileage Rate  
    07 – Reduced Mileage Rate

Please contact OA/Accounting at 573-751-2971 with questions regarding the appropriate processing of documents. Please contact OA/Fleet Management at 573-751-4534 with questions regarding the mileage reimbursement rates and the Trip Optimizer.